

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF TRANSPORTATION SERVICES**

Jurisdictional Class: **Competitive**
Date Adopted: **March 16, 2001**
Date Revised:
Jurisdictions: **County**
Union Status: **Exempt**

DISTINGUISHING FEATURES OF THE CLASS: The Director of Transportation Services is responsible for planning, preparing, implementing, and evaluating a comprehensive public transportation service system. The incumbent is responsible for overseeing the administration and operation of a safe and efficient transportation system suitable to the needs of the county. This person is also responsible for ensuring compliance with all legal, state, county, and local requirements. Work is performed under the general direction of the Board of Supervisors with wide leeway allowed for the exercise of independent judgment in carrying out the policies and objectives of the department. Supervision is exercised over the work of all department employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Recruits and supervises drivers and other personnel in compliance with federal and state laws and local civil service rules;
Oversees the organization and administration of an effective training program for department personnel and a system safety plan as required by the New York State Transportation Safety Board;
Schedules and assigns drivers and supervises the maintenance of driver records;
Supervises the administration of applicable sections of the Federal Motor Carrier Safety Regulations and Section 19A of the New York State Motor Vehicle Traffic Law;
Oversees vehicle use and maintenance and supervises the maintenance of vehicle records;
Makes recommendations and administers sub-contract work by any agency or contractor providing transportation related services;
Conducts field surveys and reviews and analyzes data and reports to evaluate operations and make route, rate and other changes;
Oversees the temporary custody of funds and bank deposits;
Compiles fiscal data and prepares reports including but not limited to billing, revenue, expense, payroll and budgetary reports;
Maintains incident and accident records and establishes and implements safety programs;
Prepares or oversees the administration of all public relations responsibilities pertaining to the dissemination of information to the public;
Collects, compiles and analyzes data for planning, program development, grant applications and budget;
And Investigates and resolves complaints regarding service and personnel for the public transportation program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the administrative practices and techniques of operating a public transportation system;
Thorough knowledge of federal and state laws and regulations pertaining to the operation of commercial motor vehicles;

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF TRANSPORTATION SERVICES**

Thorough knowledge of federal and state driver safety rules, regulations and practices;
Good knowledge of the geographic area of the county;
Good knowledge of grant writing and public relations techniques;
Good knowledge of labor relations practices;
Good knowledge of purchasing practices related to the transportation industry and the county;
Working knowledge of the practices related to the maintenance and repair of diesel powered buses and other automotive equipment;
Ability to plan and supervise the work of others;
Ability to communicate, understand and execute oral and written directions;
Ability to prepare a budget;
Ability to deal effectively with the public;
Ability to direct, prepare and oversee the collection and dissemination of timely records and reports;
Ability to use word processors and spreadsheet programs in a computer system.

MINIMUM QUALIFICATIONS:

- (A) A Bachelor's degree from a New York State registered college or university in the field of transportation systems or business administration and three (3) years of supervisory or administrative experience in either field; **OR**
- (B) An Associate's degree from a New York State registered college or university in the field of transportation systems or business management and five (5) years experience, a minimum of two (2) in each field, two (2) of which must have been in a supervisory capacity; **OR**
- (C) A high school diploma or equivalency and seven (7) years experience, a minimum of two (2) in the field of transportation systems and two (2) in business administration, two (2) of which must have been in a supervisory capacity, **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) through (C).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: Possession of a valid New York State CDL driver license with a Passenger endorsement at the time of appointment.